



U.S. General Services Administration

# Federal Acquisition Service

**Enhanced Monthly On-line Records and Reports  
of Information-Technology Services (E-MORRIS)**

**Training Overview for Agency DAR Administrators**

## E-MORRIS Introduction

- E-MORRIS is GSA's system that supports billing and inventory for the Networx contracts.
- E-MORRIS enhances the functionality of MORRIS for Networx, but is a separate web site with separate access.
  - URL: <https://emorris.fasbilling.gsa.gov>
- There are three levels of Agency access to the web site:
  - Public – general info, account registration forms, reset password form
  - Agency User – inventory and billing, depending on approval of Agency DAR Admin
  - Agency DAR Administrator – Agency User, plus screens to manage other accounts
- This briefing provides an overview from an Agency DAR Administrator perspective.
  - Inventory and billing process overview
  - Web site account registration process
  - Manage Users screens for Agency DAR Administrators
  - User account set-up and navigation
  - Networx inventory screens
  - Networx billing reports
  - E-MORRIS help and contact info

## Inventory & Billing Process Overview

- Inventory Process (could be daily on business days)
  - Load vendor Service Order Completion Notice (SOCN) file to inventory database
  - Check against Pricer & report errors to vendor (vendor may send corrected SOCN)
  - Post inventory data to tables for web access
  
- Billing Process (monthly)
  - Load vendor invoice, detail and adjustment files to billing database
  - Balance invoice to detail to ensure accuracy of billing data
  - Run verification check for:
    - Elements populated
    - SOCN for each order; billing consistent with SOCN
    - Correct prices
    - No duplicate billing
    - No over 90 day billing
    - Exceptions feed into disputes process (centralized only) and SLA count
  - Run customer billing (centralized only)
    - Feed to IPAC process
  - Post data to tables for billing web reports
    - View/print, download data, data layout



# Home Page (public access)



**GSA Info**

- MORRIS
- TOPS e\*Bill
- TOPS Ordering
- GSA Home
- GSA Network
- GSA TSMs (GAMs)
- Network Unit Pricer
- Network Agency Pricer

**E-MORRIS Info**

- User Guide
- FAQ
- News
- Contact Us
- E-MORRIS Home

**E-MORRIS**

Enhanced Monthly On-Line Records and Reports of Information Technology Services  
 Welcome to GSA's web site for Network Billing and Inventory Management

**This is a Restricted Site**

You must be a registered user in order to access this website. If you are currently registered, please enter your User Name and Password to log in.

**Login Now**

User Name

Password

**WARNING:**  
 This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

- FOR DATA ACCESS:**
- User ID & password required.
  - Agency users must be authorized by the Agency DAR Administrator.
  - Agency must have a copy of the DAR Administrator letter on file with GSA.
  - 3 ways to get an account:
    - Register Now form (any user)
    - Multiple Users form (DAR Admin)
    - DAR Admin can create through web screens
  - If you have an account and forget your password, click Reset Password and enter your email address.

- Links to other web sites (access controlled separately, as required)
- Links to general information about E-MORRIS





# Multiple Users Registration Form sample

**Instructions:**

\*\*\*\*\* You must be an Agency Transition Manager or Agency DAR Administrator to use this form.\*\*\*\*\*

Transition Managers must approve access for the Transition Information Portal (TIP).  
DAR Administrators must approve access for E-MORRIS (billing and/or inventory).

\*\*\*\*\* This form does not imply a single account for all applications. It is only a streamlined method of requesting access.\*\*\*\*\*

Please complete this form to indicate your approval for users in your agency to access GSA applications.  
Check the box(es) next to Agency Transition Manager and/or Agency DAR Administrator as they apply to you.  
Please include the information for yourself as the agency authorizing official (Agency Transition Manager and/or Agency DAR Administrator).  
You may authorize multiple users and include them on this form.  
Email the completed form to [fasbilling.help@gsa.gov](mailto:fasbilling.help@gsa.gov)

<b>Request Type:</b>	For each user, check the box to Create a New Account, Modify an Existing Account or Delete an Existing Account
<b>Access Permissions:</b>	
<b>Agency Hierarchy Codes:</b>	E-MORRIS access is limited to the Agency Hierarchy Codes (AHCs) listed on this form. A partial AHC means that a user gets access to all AHCs starting with those characters (e.g., an AHC of "TE" means that a user gets access to all AHCs starting with TE). You must enter at least the first two characters. You may enter up to 28 characters. You do NOT need to enter lower level AHCs for a user if you enter the higher levels (e.g., If you enter TE for a user, you do not need to enter TE01, TE01AB, etc. You may enter multiple AHCs for a user if they are not levels of each other (e.g., TE01, TE03).
<b>Functionality:</b>	Access implies view/print/download capabilities. There is no edit or upload functionality for these modules.

*Example completed form:*

Point of Contact Information					Request Type	Access Permissions			
First Name	Last Name	Email Address	Phone Number	Agency Name		Agency Hierarchy Codes to Access List all	TM Approval	DAF Admin Approval	
Agency Authorizing Official (check all that apply for you)									
<input checked="" type="checkbox"/>	Agency Transition Manager				<input checked="" type="checkbox"/>	Agency DAR Administrator			
Demo	Adara	demo.adara@agency.gov	123-555-5000	TEST Agency	<input checked="" type="checkbox"/>			TE	x x x
I approve the following users for system access:									
Test	User	testuser@agency.gov	123-555-6000	TEST Agency	<input checked="" type="checkbox"/>			TE01	x x x
								TE03	x x x
								TE05ABCD	x x x
								TE01ABCDXXXX12340000XXXX0000	x x x
								TE01EFGHXXXX12340000XXXX0000	x x x
New	Account	new.account@agency.gov	123-555-7000	TEST Sub-Agency	<input checked="" type="checkbox"/>				x x x

- Downloadable form accessed through link on Register Now page or Contact Us page.
- Agency DAR Administrator emails the completed form to the FAS Billing Help Desk ([fasbilling.help@gsa.gov](mailto:fasbilling.help@gsa.gov)).
- GSA creates the requested accounts.
- Each user gets a system email with User ID and password, once GSA has created the account.

### Agency Hierarchy Codes

- Identify requested level of data access
- You must enter at least two characters
- You may enter up to 28 characters
- The more characters you enter, the more a user's access is restricted, e.g.
  - If you enter TE, user will get all AHCs starting with TE
  - If you enter TE00000000000000000000000000000000, user will get only that AHC.
- You may enter multiple AHCs

## Manage Users screens

- As an Agency DAR Administrator, you can act as an E-MORRIS Account Manager for your Agency (in addition to being an Agency user)
  - View and manage account requests submitted through the Register Now web form for your Agency Hierarchy Codes
  - Create and edit accounts for other users in your Agency
  - Assign AHCs as high as your access allows, or as low as 28 characters
  - You can not provide access outside of your own account permissions
- Use of these screens is OPTIONAL
  - If you have E-MORRIS access, you will get a system email when a user in your Agency requests access through the registration web form
    - Approve (or deny) the request via the Manage Users screens, OR
    - Reply to the email and GSA will manage the request
  - If you do not have E-MORRIS access, GSA will forward the request information to you via email
    - Reply to the email and GSA will manage the request
  - You can also use the Multiple Users registration form

# Manage Users screen sample

Home > Manage Users

Home Inventory Billing Reports **Manage Users**

Manage Users Browse Users Edit User Browse Requests Create User

## Manage User Accounts

### Open User Requests

Userid	Requested
 another.one@agency.gov	01-OCT-08
 new.user@agency.gov	01-OCT-08

1 - 2

### Password Reset Requests

Userid	Time Left (Hours)
 emorris.account@agency.gov	1439

1 - 1

### Failed Logon Attempts

no data found

### Users Who Need to Change Passwords

no data found

- 0 Manage Users screens available to Agency DAR Administrators (and GSA)
- 0 Access the screens by clicking on the Manage Users tab
- 0 View open account requests, password reset requests and other status information
- 0 Click on the icon to the left of an open user request record to view details of that request
- 0 Or navigate among the screens by clicking on the links underneath the Manage Users tab

# Browse Requests screen sample

**E-MORRIS**  
Enhanced Monthly On-line Records and Reports  
of Information-Technology Services

Welcome Demo.

Home Inventory Billing Reports Manage Users

Home > Manage Users > Browse Requests

Manage Users Browse Users Edit User Browse Requests Create User

## Requests for Account Action

Search

Open	Email Address	Name	Status	Requested
	another.one@agency.gov	One, Another	OPEN	10/01/08 14:51
	<b>new.user@agency.gov</b>	User, New	OPEN	10/01/08 14:47
	emorris.account@agency.gov	Account, Emorris	CLOSED	10/01/08 14:45

1 - 3

### Details

**Email Address** new.user@agency.gov

**Name** New User

**Address**

**Phone** 777-555-3333

**AHCs Requested** TE01; TE03; TE05

**Modules Requested** Network: Inventory  
Network: Billing

**User's Comments** This is a test request for training purposes

**Work Notes**

- View details of a user request by clicking on the icon to the left of a record
- You can enter work notes if you choose
- Click on the Create Account button to create the account
- Click on the Deny Request button if you don't authorize the account
- Click on the Close Request button if, for example, the request is a duplicate
- Click the Remove from My List button if the request is not from your Agency (this will flag GSA to investigate)

# Create User screen sample

Home > Manage Users > Create User

Home Inventory Billing Reports Manage Users  
Manage Users Browse Users Edit User Browse Requests Create User

Return to Browse Page

### Create New User Account

**Information**

You can create a new account now.

A temporary password will be emailed to the user when the account is created. This password must be changed the first time that the user logs on.

If you have linked here from the Browse Requests page, the fields have been pre-filled for your convenience.

<p><b>Userid</b> <input type="text" value="new.user@agency.gov"/> (Email Address)</p> <p><b>Contact Information</b></p> <p><b>First Name</b> <input type="text" value="New"/></p> <p><b>Last Name</b> <input type="text" value="User"/></p> <p><b>Address</b> <input type="text"/></p> <p><b>City</b> <input type="text"/></p> <p><b>State</b> <input type="text"/></p> <p><b>Zip</b> <input type="text"/></p> <p><b>Phone</b> <input type="text" value="777-555-3333"/></p> <p><b>Alt. Email</b> <input type="text"/></p> <p><b>Comments</b> <input type="text" value="This is a test request for training purposes"/></p>	<p><b>Access Information</b></p> <p><i>Copy Permissions from Another User Account</i></p> <p><b>Model Userid</b> <input type="text" value="No - Do Not Use Model"/> <input type="checkbox"/> Update User if Model Updated</p> <p><i>Or, Set Permissions Individually</i></p> <p><b>Modules</b> <input checked="" type="checkbox"/> Agency Billing <input checked="" type="checkbox"/> Agency NIM</p> <p><b>Billed</b> <input checked="" type="checkbox"/> All <input type="checkbox"/> Central <input type="checkbox"/> Direct</p> <p><b>Vendors</b> <input checked="" type="checkbox"/> Vendor1 <input checked="" type="checkbox"/> Vendor2</p> <p><b>Contracts</b> <input checked="" type="checkbox"/> All <input type="checkbox"/> Universal <input type="checkbox"/> Enterprise</p> <p><b>Agency Hierarchy Codes</b> <input type="text" value="TE01;TE03;TE05"/></p>
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Close Registration Request

Attach this Additional Message to the Email to the User

- If you link here from the Browse Requests screen, the fields will be auto-populated with the request information.
- You can change access (e.g., lower level or additional AHCs) or create the account as requested.
- Click the Create User button to complete account set-up.
- The user will get a system email with User ID and password.
- You can add optional text to that email by entering it in the box provided (note: it will be the same font as the email, so you might want to surround it with asterisks (\*\*\*\*\*)).
- You can also use this screen to create a user account without starting from a registration request.

## Browse Users screen sample



### Browse User Accounts

Search  Display 15

Edit	Userid	Name	Locked	Disabled	Password Age	Model
	emorris.account@agency.gov	Account,Emorris	N	N	1 days	N
	emorris.user@agency.gov	User,Emorris	N	N	30 days	N
	new.user@agency.gov	User,New	N	N	1 days	N

1 - 3

- 0 Once an account has been created, a record appears in the Browse Users list
- 0 You can click on the icon to the left of a record to edit the account
- 0 You can search by all or part of a User ID or Name

# Edit Users screen sample

[Home](#) | [Inventory](#) | [Billing Reports](#) | [Manage Users](#)

[Manage Users](#) | [Browse Users](#) | **[Edit User](#)** | [Browse Requests](#) | [Create User](#)

Home > Manage Users > Edit User

Return to Browse Page

### Edit User Account for new.user@agency.gov

Userid:  (Email Address)

<p><b>Tasks for New User</b></p> <ul style="list-style-type: none"> <li>Reset Password</li> <li>Remove User</li> <li>Edit Notifications</li> <li>Edit Preferences</li> <li>Make Model User</li> <li>Transfer User Management</li> <li>Copy User</li> </ul> <p><b>Status of Account</b></p> <ul style="list-style-type: none"> <li>Password changed 0 days ago</li> <li>Last logon 0 days ago</li> <li>New - user has not logged on</li> <li>Password reset request expires in 1416 hours</li> </ul>	<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Contact Information</b></p> <p>First Name: <input type="text" value="New"/></p> <p>Last Name: <input type="text" value="User"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip: <input type="text"/></p> <p>Phone: <input type="text" value="777-555-3333"/></p> <p>Alt. Email: <input type="text"/></p> <p>Comments: <input type="text" value="This is a TEST request for training purposes"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Access Information</b></p> <p><u>Copy Permissions from Another User Account</u></p> <p>Model Userid: <input type="text" value="No - Do Not Use Model"/></p> <p><input type="checkbox"/> Update User if Model Updated</p> <p><u>Or, Set Permissions Individually</u></p> <p>Modules: <input checked="" type="checkbox"/> Agency Billing, <input checked="" type="checkbox"/> Agency NIM</p> <p>Billed: <input checked="" type="checkbox"/> All, <input type="checkbox"/> Central, <input type="checkbox"/> Direct</p> <p>Vendors: <input checked="" type="checkbox"/> Vendor1, <input checked="" type="checkbox"/> Vendor2</p> <p>Contracts: <input checked="" type="checkbox"/> All, <input type="checkbox"/> Universal, <input type="checkbox"/> Enterprise</p> <p>Agency Hierarchy Codes: <input type="text" value="TE01, TE03, TE05"/></p> </td> </tr> </table> <p style="text-align: center;"> <input type="button" value="Save"/>   <input type="button" value="Reset"/>   <input type="button" value="Cancel"/> </p>	<p><b>Contact Information</b></p> <p>First Name: <input type="text" value="New"/></p> <p>Last Name: <input type="text" value="User"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip: <input type="text"/></p> <p>Phone: <input type="text" value="777-555-3333"/></p> <p>Alt. Email: <input type="text"/></p> <p>Comments: <input type="text" value="This is a TEST request for training purposes"/></p>	<p><b>Access Information</b></p> <p><u>Copy Permissions from Another User Account</u></p> <p>Model Userid: <input type="text" value="No - Do Not Use Model"/></p> <p><input type="checkbox"/> Update User if Model Updated</p> <p><u>Or, Set Permissions Individually</u></p> <p>Modules: <input checked="" type="checkbox"/> Agency Billing, <input checked="" type="checkbox"/> Agency NIM</p> <p>Billed: <input checked="" type="checkbox"/> All, <input type="checkbox"/> Central, <input type="checkbox"/> Direct</p> <p>Vendors: <input checked="" type="checkbox"/> Vendor1, <input checked="" type="checkbox"/> Vendor2</p> <p>Contracts: <input checked="" type="checkbox"/> All, <input type="checkbox"/> Universal, <input type="checkbox"/> Enterprise</p> <p>Agency Hierarchy Codes: <input type="text" value="TE01, TE03, TE05"/></p>
<p><b>Contact Information</b></p> <p>First Name: <input type="text" value="New"/></p> <p>Last Name: <input type="text" value="User"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip: <input type="text"/></p> <p>Phone: <input type="text" value="777-555-3333"/></p> <p>Alt. Email: <input type="text"/></p> <p>Comments: <input type="text" value="This is a TEST request for training purposes"/></p>	<p><b>Access Information</b></p> <p><u>Copy Permissions from Another User Account</u></p> <p>Model Userid: <input type="text" value="No - Do Not Use Model"/></p> <p><input type="checkbox"/> Update User if Model Updated</p> <p><u>Or, Set Permissions Individually</u></p> <p>Modules: <input checked="" type="checkbox"/> Agency Billing, <input checked="" type="checkbox"/> Agency NIM</p> <p>Billed: <input checked="" type="checkbox"/> All, <input type="checkbox"/> Central, <input type="checkbox"/> Direct</p> <p>Vendors: <input checked="" type="checkbox"/> Vendor1, <input checked="" type="checkbox"/> Vendor2</p> <p>Contracts: <input checked="" type="checkbox"/> All, <input type="checkbox"/> Universal, <input type="checkbox"/> Enterprise</p> <p>Agency Hierarchy Codes: <input type="text" value="TE01, TE03, TE05"/></p>		

- 0 Select a User ID to view an account record (or link here from the Browse Users screen)
- 0 Edit POC or access information
- 0 Click on links in the task box to:
  - 0 Reset password – optional, since any user can reset using the Reset Password button on the home page
  - 0 Remove User – delete or temporarily disable an account, as needed
  - 0 Edit Notifications or Preferences – optional, see slide 16
  - 0 Make Model User – optional, use same permissions for subsequent accounts
  - 0 Transfer User Mgt – send account back to GSA, if needed

# Navigation and Account Set-up

## Tasks

- [Change Password](#)
- [Change My Notifications](#)
- [Change My Preferences](#)

## My Account

User Name **DEMO.ADARA@AGENCY.GOV**First Name Last Name Address City State Zip Email Address 
 

- Must change password and accept Rules of Behavior on initial log-in
- Standard web site navigation
  - Tabs across top for modules
  - Links (sub-tabs) underneath for pages within modules
- Click on My Account link in top right corner to:
  - Update POC info - optional
  - Change Password - required every 90 days
  - Change system notifications - optional
  - Change navigation preferences – optional unless you have more than 500 Agency Hierarchy Codes (see slides 30-33 for more info)

## Navigation and Set-up (continued)

### My Account task screens

Home > My Account

#### Tasks

- Change Password
- Change My Notifications
- Change My Preferences

#### My Notifications

**Notify me when these events occur**

**for Agency Billing**

Agency Reports Available for Month

Yes

**for Manage Users**

Notify Me When a Registration is Received

Yes

#### My Preferences

**Common Elements**

Download File Format: Tab Delimited

Alternative Start Page: Billing Reports

Rows per Page: 30

Include Column Headers in Download File: Yes

**Agency Billing**

Default Report: Service Summary

AHC Selector Type: Popup List Drilldown (w/ filters)

- As an Agency DAR Administrator/ Account Manager, you can set these options for your users (see slide 12), as well as yourself
- However, users can change the settings through their own accounts.

- Change notifications – options for getting system emails
  - Billing reports available
  - Registration request received

- Change web site preferences – options for changing navigation defaults
  - Download format – recommend tab delimited (TSV)\*
  - Alternative start page after log-in – default is Home
  - Rows per page – default is 30
  - Include column headers – default is yes
  - Default report when first clicking on billing tab – default is MSOA
  - AHC selector type – default is dropdown
- Changing these settings is optional, with the exception of AHC Selector Type IF you have more than 500 AHCs (see slides 30 – 33)

\*Note: Default download format is comma delimited (CSV), but there is an issue in which Excel translates AHCs to scientific notation. TSV format negates the issue. If you don't set the default here, you can choose TSV format for any report by clicking on the down arrow next to the Download icon and selecting tab delimited.

# Networx Inventory Management (NIM) browse screen sample

Home Inventory Billing Reports Manage Users

Inventory NIMS SOCN

Home > Network Inventory

Contract: All Contractor: All AHC Starts With... TE

Service: All or UBI:

Go

Advanced Search Options:

Originating NIC:  Service Order No:

CLIN:  ASRN:

Customize Query Printer Friendly Download

View	Contract	Contractor	Originating NIC	ASRN	AHC	UBI	Service	CLIN	Service Order No	Unit Price
<a href="#">View</a>	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE05000000000000000000000000000000	TESTUBITE05	CHS	0099011	060000191	100
<a href="#">View</a>	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE05000000000000000000000000000000	TESTUBITE05	CHS	0099004	060000191	100
<a href="#">View</a>	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE05000000000000000000000000000000	TESTUBITE05	CHS	0099013	060000191	100
<a href="#">View</a>	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE05000000000000000000000000000000	TESTUBITE05	CHS	0094003	060000191	100
<a href="#">View</a>	Universal	Vendor2	ABLNTX03MA2	TESTASRNTE05	TE05000000000000000000000000000000	TESTUBITE05	CHS	0094008	060000191	100
<a href="#">View</a>	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE04000000000000000000000000000000	TESTUBITE04	CPCS	0639017	071055771	0
<a href="#">View</a>	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE04000000000000000000000000000000	TESTUBITE04	CPCS	0921144	071055771	128.4
<a href="#">View</a>	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE04000000000000000000000000000000	TESTUBITE04	CPCS	0921244	071055771	3.06
<a href="#">View</a>	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE04000000000000000000000000000000	TESTUBITE04	CPCS	0921344	071055771	96.3
<a href="#">View</a>	Universal	Vendor2	CLEXOH95U28	TESTASRNTE04	TE04000000000000000000000000000000	TESTUBITE04	CPCS	0630006	071055771	27.39
<a href="#">View</a>	Universal	Vendor1	FTGMDAAU87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0760311	38931-1	16.05
<a href="#">View</a>	Universal	Vendor1	CLMAMD05U87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0760311	38931-1	136.96
<a href="#">View</a>	Universal	Vendor1	FTGMDAAU87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0760111	38931-1	321
<a href="#">View</a>	Universal	Vendor1	FTGMDAAU87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0130509	38931-1	174.95
<a href="#">View</a>	Universal	Vendor1	CLMAMD05U87	TESTASRNTE03	TE03000000000000000000000000000000	TESTUBITE03	PLS	0760111	38931-1	321

0 Query by AHC or UBI. Additional filters optional.

0 Click on View to see details.

0 Add report fields through customized query link.

0 Download contains all Gov't-requested J.12.2-4 (SOCN) fields.

# NIM error report sample

Home Inventory Billing Reports Manage Users

Inventory NIMS SOCN

Home > Network Inventory > Daily SOCN Error Report

Load Date: -All Dates- Contract: All Contractor: All Go

Printer Friendly Download

Contract Id	Vendor	Ubi	Nim Id	Load Date	Error Code	Error Description	Der
1	2	TESTUBITE04	0630006CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE04	0639017CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE04	0921144CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE04	0921244CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE04	0921344CLEXOH95U28	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0094003ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0099013ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0099004ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0099011ABLNTX03MA2	31-MAR-2008 11:52:47 AM	130	Billing Pricer error: unable to determine price B-Table	TEST
1	2	TESTUBITE05	0099011ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST
1	2	TESTUBITE05	0099011ABLNTX03MA2	31-MAR-2008 11:52:47 AM	K	Record is missing required fields:ICB_CASE_NO	TEST
1	2	TESTUBITE05	0099011ABLNTX03MA2	31-MAR-2008 11:52:47 AM	20	Pricing failed on field: ICB_CASE_NO	TEST
1	2	TESTUBITE05	0094008ABLNTX03MA2	31-MAR-2008 11:52:47 AM	18	Pricing failed on field: INSTALL_DATE	TEST

1 - 13

- 0 Report of SOCN errors found and reported to vendor.
- 0 Shows all NIM fields, plus error descriptions.
- 0 Vendor errors can only be corrected by a new SOCN from the vendor – GSA does not change vendor SOCN data.

## Billing Reports

- 0 Billing Summary – total charges by vendor and contract
- 0 MSOA – charges by Networx service type and category
- 0 Service Summary – charges by Networx service
- 0 Call Detail Summary – usage charges by phone/card number
- 0 CLIN Detail – charges by CLIN
- 0 Vendor Adjustments – detail of vendor adjustments
- 0 GSA Adjustments – detail of GSA adjustments (central only)
- 0 Charges by Service – total charges by AHC and service (download only)
- 0 UBI Summary – charges by vendor Unique Billing Indicator
- 0 GSA Disputes – detail of disputes filed by GSA on behalf of Agencies (central only)
- 0 *(Future)* Vendor Disputes – detail of disputes as provided by vendors

- 0 All reports apply to central and direct billing, unless noted above.
- 0 All reports have printer friendly and download options, unless noted above.
- 0 Data layouts are available with the download files, and in the billing report user guide.



## MSOA/Reports Availability

Select Report Criteria

Bill Period: Jan 2008    Vendor: Vendor2    Contract: Universal    AHC    .TEC

Break On: Vendor    CentralDirect    Central

- 0 E-MORRIS “bill period” is the usage month
- 0 The vendor invoice is delivered by the 15<sup>th</sup> business day of the following month (approx. the 21<sup>st</sup> or 22<sup>nd</sup>)
- 0 E-MORRIS billing reports are available 2 months after the usage month (between the 10<sup>th</sup> – 15<sup>th</sup> calendar day)
- 0 For example:

Usage	Vendor Invoice	E-MORRIS Reports	IPAC / Bill (central)
Jan 1 – 31	dated Feb 2008, delivered by Feb 21 or 22	dated Jan 2008, posted between Mar 10 - 15	dated Jan 2008, billed between Mar 22 – 28



# Billing Summary Report Sample



Welcome Demo Adara | My Account | Logout

- Home
- Inventory
- Billing Reports
- Manage Users

- Summary
- MSOA
- Service Summary Reports
- Charges by Service
- Adjustment Reports
- Detail Reports
- Summary Reports
- Dispute Reports

Home > Billing Reports > Summary

Click to Select

- Reports
  - All Billing Reports
    - Summary
    - MSOA
  - Service Summary Reports
    - Communications Transport
    - IP Based
    - Optical
    - Management/Application
    - Security
    - Special
    - Wireless
    - Access
    - Miscellaneous
  - Charges by Service
  - Adjustment Reports
    - GSA Adjustments
    - Vendor Adjustments
  - Detail Reports
    - CLIN Detail
  - Summary Reports
    - Call Detail Summary
    - UBI Summary
  - Dispute Reports
    - GSA Disputes

Select Report Criteria AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill

Central/Direct: Central

- Hide Selection Box
- Printer Friendly
- Download
- User Guide

### Networkx Billing Summary By Month

Agency Hierarchy Code: TE010000000000000000000000  
 Agency Name: Agency E01ABC  
 Line of Accounting:

Bill to AHC: TE010000000000000000000000  
 BOAC: TEST01  
 Central/Direct: Central

January 2008			
Vendor	Total	Universal	Enterprise
Vendor2	409,729.73	203,736.33	205,993.40
<b>Total</b>	<b>409,729.73</b>	<b>203,736.33</b>	<b>205,993.40</b>

0 Highest level summary of charges by Networkx vendor and contract

0 Query by AHC and Central/Direct

0 Link from amounts to corresponding MSOA

There are multiple ways to navigate through the billing reports:

- 0 Report list to the left of the page (you can hide or show this list as you choose)
- 0 Links across the top under the Billing Reports tab
- 0 Links from within summary reports to lower level reports



# Monthly Statement of Account (MSOA) sample

Select Report Criteria

Bill Period: Jan 2008    Vendor: Vendor2    Contract: Universal    AHC: TE01 0000 0000 0000 0000 0000 - Bill    Go

Break On: Vendor    Central/Direct: Central

Hide Selection Box    Printer Friendly    Download    User Guide

**THIS IS NOT A BILL - DO NOT PAY**

**Networkx**  
Monthly Statement of Account  
January 2008  
Billing Level

Contract: Universal    Bill to AHC: TE01000000000000000000000000000000  
Vendor: Vendor2    Agency Name: Agency E01000  
Agency Hierarchy Code: TE01000000000000000000000000000000    BOAC: TEST01  
Line of Accounting:    Central/Direct: Central

Networkx Services	Networkx Contractor Charges								GSA Adjustments	Total Networkx Charges	
	Usage Volume	Usage Amount	Monthly Recurring	Non Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments			Total Charges
<b>Telecommunications Services</b>											
Communications	0.0	254.82	2,551.72	8,041.05	216.99	330.15	0.00	(5.00)	11,389.73	(1,850.82)	9,738.91
Transport Services	0.0	288.27	198.38	0.00	0.45	0.27	0.00	(410.25)	57.10	(191.00)	(133.90)
IP Based Services	0.0	0.00	155,074.50	0.00	0.00	0.00	0.00	0.00	155,074.50	0.00	155,074.50
Optical Services	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Subtotal Telecommunications Services</b>	<b>0.0</b>	<b>523.09</b>	<b>157,824.58</b>	<b>8,041.05</b>	<b>217.44</b>	<b>330.42</b>	<b>0.00</b>	<b>(415.25)</b>	<b>166,521.33</b>	<b>(1,841.82)</b>	<b>164,679.51</b>
<b>Management and Application Services</b>	240.0	1,213.49	1,576.53	8,121.30	399.22	0.00	0.00	0.00	11,310.54	0.00	11,310.54
<b>Security Services</b>	0.0	0.00	10,684.13	14,150.00	600.00	0.00	0.00	0.00	25,434.13	0.00	25,434.13
<b>Special Services</b>	0.0	0.00	0.00	2,140.00	0.00	0.00	0.00	0.00	2,140.00	0.00	2,140.00
<b>Wireless Services</b>	0.0	0.00	168.17	0.00	3.98	0.00	0.00	0.00	172.15	0.00	172.15
<b>Access Services</b>	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Miscellaneous</b>	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Federal Relay Service</b>	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Charges</b>	<b>240.0</b>	<b>1,736.58</b>	<b>170,253.41</b>	<b>32,452.35</b>	<b>1,220.64</b>	<b>330.42</b>	<b>0.00</b>	<b>(415.25)</b>	<b>205,578.15</b>	<b>(1,841.82)</b>	<b>203,736.33</b>

For questions concerning this report, please contact the FAS Billing Help Desk at 1-877-944-8677 or fasbilling.help@gsa.gov.

**THIS IS NOT A BILL DO NOT PAY**

- 0 High level summary of charges at Service Type/ Category level
- 0 Query by Bill Period, Vendor, Contract, AHC and Central/Direct
- 0 Link from the Networkx Services column to the corresponding Service Summary report



# Service Summary report sample

Select Report Criteria

Bill Period: Jan 2008    Vendor: Vendor2    Contract: Universal    AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill    Go

Break On: Vendor    Service Type: Communications Transport Services    Central/Direct: Central

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 User Guide

Service	Usage Volume	Usage Amount	Monthly Recurring	Non-Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments	GSA Adjustments	Total Network Charges
Asynchronous Transfer Mode	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Circuit Switched Data	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Combined (local and Long distance)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ethernet	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Frame Relay</a>	0.0	0.00	905.94	0.00	10.58	48.69	0.00	0.00	(481.96)	483.25
Private Line	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Toll-Free</a>	0.0	213.03	1,291.28	8,041.05	204.82	278.98	0.00	(5.00)	(1,166.56)	8,855.40
<a href="#">Voice</a>	0.0	41.79	354.50	0.00	1.79	4.48	0.00	0.00	(2.30)	400.26
<b>Total</b>	<b>0.0</b>	<b>254.82</b>	<b>2,551.72</b>	<b>8,041.05</b>	<b>216.99</b>	<b>330.15</b>	<b>0.00</b>	<b>(5.00)</b>	<b>(1,650.82)</b>	<b>9,738.91</b>

0 High level summary of charges at Service level

0 Query by Bill Period, Vendor, Contract, AHC, Service Type and Central/Direct

0 Link from Service column to corresponding CLIN Detail report

0 (Future) Link from Usage Volume/ Amount columns to corresponding Call Detail Summary report, Vendor Adjust column to Vendor Adjust report, and GSA Adjust column to GSA Adjust report



# Call Detail Summary report sample

Select Report Criteria

Billing Period: Jan 2005 Vendor: Vendor2 Contract: Universal AHC: T001 0000 0000 0000 0000 0000 - 00

Service: -All- Central/Direct: Central

Go

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**Network Call Detail Service Summary**  
January 2005  
Billing Level

Contract: Universal  
Vendor: Vendor2  
Agency Hierarchy Code: T001 0000 0000 0000 0000 0000  
Line of Accounting:

Bill to AHC: T001 0000 0000 0000 0000 0000  
Agency Name: Agency 001000  
BOAC: TEST01  
Central/Direct: Central

Contract	Vendor	AHC	Service	UBI	ASRM	Contractor Cust/ActID	NIC	SWC	Phone/Card Number	Alloc %	Dem Int.	C/D	Calls	Minutes	Average Minutes/Call	Usage	Average Cost/Minute	Average Cost/Call
Universal	Vendor2	T001ABC00000000000000000000	Audio Conferencing	UBICTE01AB	TESTASRNT001	TESTCCANTE01	TESTNIC1234		555111231	100	0	C	0	0.00	0.00	0	0.00	0.00
			Cellular/PCS	UBICPT01AB	TESTASRNT001	TESTCCANTE01	TESTNIC1234		555111212	100	0	C	0	0.00	0.00	0	0.00	0.00
			Dubious	UBINCT01AB	TESTASRNT001	TESTCCANTE01	TESTNIC1234		555111212	100	0	C	3	1,661.40	553.80	14.93	0.01	4.98
			Toll-Free	UBITFT01AB	TESTASRNT001	TESTCCANTE01	TESTNIC1234		888111021	100	0	C	45	18,899.30	419.98	213.03	0.01	4.73
			Voice over IP Transport	UBIVITE01AB	TESTASRNT001	TESTCCANTE01	EL89GAD1185		555111212	100	0	C	16	17,908.60	1,119.29	268.27	0.01	16.77
<b>Total T001ABC00000000000000000000</b>													<b>64</b>	<b>38,469.30</b>	<b>601.08</b>	<b>496.23</b>	<b>0.01</b>	<b>7.75</b>
		T001EF0H00000000000000000000	Audio Conferencing	UBICTB01EF	TESTASRNT001	TESTCCANTE01	ELZBJJ06T1		5552221231	100	0	C	10	47,400.00	4,740.00	1213.49	0.03	121.35
			Cellular/PCS	UBICPT01EF	TESTASRNT001	TESTCCANTE01	TESTNIC1234		5552221221	100	0	C	0	0.00	0.00	0	0.00	0.00
			Dubious	UBINCT01EF	TESTASRNT001	TESTCCANTE01	TESTNIC1234		5552221221	100	0	C	3	2,988.00	996.00	26.86	0.01	8.95
			Toll-Free	UBITFT01EF	TESTASRNT001	TESTCCANTE01	TESTNIC1234		8882221231	100	0	C	0	0.00	0.00	0	0.00	0.00
			Voice over IP Transport	UBIVITE01EF	TESTASRNT001	TESTCCANTE01	TESTNIC1234		5552221221	100	0	C	0	0.00	0.00	0	0.00	0.00
<b>Total T001EF0H00000000000000000000</b>													<b>13</b>	<b>50,388.00</b>	<b>3,876.00</b>	<b>1240.35</b>	<b>0.02</b>	<b>95.41</b>
<b>Total Universal Vendor2</b>													<b>77</b>	<b>88,857.30</b>	<b>1,153.99</b>	<b>1736.58</b>	<b>0.02</b>	<b>22.55</b>
<b>Grand Total</b>													<b>77</b>	<b>88,857.30</b>	<b>1,153.99</b>	<b>1736.58</b>	<b>0.02</b>	<b>22.55</b>

○ Summary of usage charges by phone/ card number

○ Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct



# CLIN Detail report sample

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: TE01 0000 0000 0000 0000 0000 - Bill

Service: Frame Relay Central/Direct: Central

Go

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Service	Svc Order	UBI	ASRN	CLIN	Qty	Dom Int	C/D	Orig NIC	Term NIC	Billing Period	Install Date	Discn Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge
<b>Networkx CLIN Detail January 2008 Billing Level</b>																			
Contract: Universal										Bill to AHC: TE010000000000000000000000									
Vendor: Vendor2										Agency Name: Agency E01000									
Agency Hierarchy Code: TE0100000000000000000000000000										BOAC: TEST01									
Line of Accounting:										Central/Direct: Central									
<i>Universal Contract</i>																			
<i>Vendor Vendor2</i>																			
<i>TE01ABCD000000000000000000000000</i>																			
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0000000	2	D	C	WHTMM005UAR		01/20/08-01/31/08	01/20/08		\$0.00	\$0.00	\$0.00	\$0.00	\$48.69	\$0.00	\$48.69
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0044404	2	D	C	WHTMM005UAR		01/20/08-01/31/08	01/20/08		\$0.00	\$452.97	\$0.00	\$0.00	\$0.00	\$0.00	\$452.97
Subtotal for Service FRS													\$0.00	\$452.97	\$0.00	\$0.00	\$48.69	\$0.00	\$501.66
Subtotal for TE01ABCD000000000000000000000000													\$0.00	\$452.97	\$0.00	\$0.00	\$48.69	\$0.00	\$501.66
<i>TE01EFGH000000000000000000000000</i>																			
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0000000	2	D	C	WHTMM005UAR		01/20/08-01/31/08	01/20/08		\$0.00	\$0.00	\$0.00	\$10.58	\$0.00	\$0.00	\$10.58
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0044404	2	D	C	WHTMM005UAR		01/20/08-01/31/08	01/20/08		\$0.00	\$452.97	\$0.00	\$0.00	\$0.00	\$0.00	\$452.97
Subtotal for Service FRS													\$0.00	\$452.97	\$0.00	\$10.58	\$0.00	\$463.55	
Subtotal for TE01EFGH000000000000000000000000													\$0.00	\$452.97	\$0.00	\$10.58	\$0.00	\$463.55	
Subtotal for Vendor Vendor2													\$0.00	\$905.94	\$0.00	\$10.58	\$48.69	\$0.00	\$965.21
Subtotal for Universal Contract													\$0.00	\$905.94	\$0.00	\$10.58	\$48.69	\$0.00	\$965.21
<b>Total Charges</b>													<b>\$0.00</b>	<b>\$905.94</b>	<b>\$0.00</b>	<b>\$10.58</b>	<b>\$48.69</b>	<b>\$0.00</b>	<b>\$965.21</b>

- Detail of charges by CLIN. Lowest level of data available in E-MORRIS.
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Download includes all Gov't-requested fields from J.12.4.2 (Detail Billing File)
- Does not include call detail usage



# Vendor Adjustments report sample

Select Report Criteria

Bill Period: Jan 2008    Vendor: Vendor2    Contract: Universal    AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill    Go

Service: -All-    Central/Direct: Central

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AHC	Vendor Disp No	Gov Disp No	Invoice Date	Svc	UBI	ASRN	Orig NIC	Term NIC	CLIN	C/D	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj	Explanation
<i>Universal Contract</i>																
<i>Vendor Vendor2</i>																
TE01ABCD00000000000000000000		GOVDISP0001	12/12/07	TFS	UBITFTE01AB					C	-\$5.00	\$0.00	\$0.00	\$0.00	-\$5.00	Explanation of adjustment
TE01ABCD00000000000000000000		GOVDISP0002	12/12/07	VOIPTS	UBIVITE01AB					C	-\$410.25	\$0.00	\$0.00	\$0.00	-\$410.25	Explanation of adjustment
Subtotal for TE01ABCD00000000000000000000											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
Subtotal for Vendor Vendor2											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
Subtotal for Universal Contract											-\$415.25	\$0.00	\$0.00	\$0.00	-\$415.25	
<b>Total Adjustments</b>											<b>-\$415.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$415.25</b>	

- Detail of vendor adjustments
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Download has additional fields:
  - Invoice Number
  - Charged Amount
  - Disputed Amount
  - Bill Start
  - Bill End



# GSA Adjustments report sample

Select Report Criteria

Bill Period: Jan 2008    Vendor: Vendor2    Contract: Universal    AHC: TE01 0000 0000 0000 0000 0000 0000 - Bill    Go

Service: -All-

Hide Selection Box   
 Printer Friendly   
 Download   
 User Guide

Contract		Vendor	AHC	Orig Bill Date	Adjustment Reason	Service	NIC	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj
Universal	Vendor2	TE01ABCD00000000000000000000	01-JAN-08	Reason for adjustment	Voice over IP Transport			(95.00)	(95.00)	0.00	0.00	(191.00)
Universal	Vendor2	TE01ABCD00000000000000000000	01-JAN-08	TCR:MRCTTFR28250980044404	Frame Relay	WHTMM005UAR		(452.97)	(28.99)	0.00	0.00	(481.96)
Universal	Vendor2	TE01ABCD00000000000000000000	01-JAN-08	TCR:PICTTVVC28040470019001	Voice	MOBLAL15UBW		(2.30)	0.00	0.00	0.00	(2.30)
Universal	Vendor2	TE01ABCD00000000000000000000	01-JAN-08	Reason for adjustment	Toll-Free			(5.00)	(6.00)	0.00	0.00	(11.00)
Universal	Vendor2	TE01ABCD00000000000000000000	01-JAN-08	TCR:NRCTTTF28036960039036	Toll-Free	PRLHHI0JUBS		(1,086.05)	(89.51)	0.00	0.00	(1,155.56)
Subtotal TE01ABCD00000000000000000000								(1,641.32)	(200.50)	0.00	0.00	(1,841.82)
Subtotal Universal/Vendor2								(1,641.32)	(200.50)	0.00	0.00	(1,841.82)
<b>Total</b>								<b>(1,641.32)</b>	<b>(200.50)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,841.82)</b>

0 Detail of GSA adjustments (for centralized billing)

0 Query by Bill Period, Vendor, Contract, AHC and Service

0 Includes transition credits (identified by TCR in adjustment reason)\*

\*Note: Transition Credit reports for Direct Bill will only be on the Transition Information Portal (TIP) web site, along with additional Central Billed transition credit reports.





# UBI Summary report sample

Select Report Criteria

Bill Period: Jan 2008 Vendor: Vendor2 Contract: Universal AHC: ...TE01.ABCD.0000.0000.0000.0000.0000 - Detail Central

Service: -All- Central Direct: Central

Go

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Contract	Vendor	AHC	Service	UBI	C/D	Usage	MRC	NRC	Tax/ Surchg	USF	PICC	Total Charge
Universal	Vendor2	TE01ABCD00000000000000000000	ACS	UBIACTE01AB	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Universal	Vendor2	TE01ABCD00000000000000000000	CPCS	UBICPTE01AB	C	0.00	163.09	0.00	0.00	0.00	0.00	163.09
Universal	Vendor2	TE01ABCD00000000000000000000	FRS	UBIFRTE01AB	C	0.00	452.97	0.00	0.00	48.69	0.00	501.66
Universal	Vendor2	TE01ABCD00000000000000000000	LMRS	UBILMTE01AB	C	0.00	0.00	1,070.00	0.00	0.00	0.00	1,070.00
Universal	Vendor2	TE01ABCD00000000000000000000	MFS	UBIMFTE01AB	C	0.00	0.00	10,700.00	0.00	0.00	0.00	10,700.00
Universal	Vendor2	TE01ABCD00000000000000000000	MTSS	UBIMTTE01AB	C	0.00	500.00	0.00	105.00	0.00	0.00	605.00
Universal	Vendor2	TE01ABCD00000000000000000000	NBIP-VPNS	UBINITE01AB	C	0.00	99.18	0.00	0.00	0.00	0.00	99.18
Universal	Vendor2	TE01ABCD00000000000000000000	SONETS	UBISOTE01AB	C	0.00	3,498.54	0.00	0.00	0.00	0.00	3,498.54
Universal	Vendor2	TE01ABCD00000000000000000000	TFS	UBITFTE01AB	C	0.00	0.00	8,041.05	0.00	0.00	0.00	8,041.05
Universal	Vendor2	TE01ABCD00000000000000000000	TWS	UBITWTE01AB	C	0.00	1,576.53	0.00	0.00	0.00	0.00	1,576.53
Universal	Vendor2	TE01ABCD00000000000000000000	VOIPTS	UBIVITE01AB	C	0.00	0.00	0.00	0.00	0.27	0.00	0.27
Universal	Vendor2	TE01ABCD00000000000000000000	VS	UBIVCTE01AB	C	0.00	100.43	0.00	0.00	0.00	0.00	100.43
Subtotal TE01ABCD00000000000000000000						0.00	6,390.74	19,811.05	105.00	48.96	0.00	26,355.75
Subtotal Universal/Vendor2						0.00	6,390.74	19,811.05	105.00	48.96	0.00	26,355.75
<b>Total</b>						<b>0.00</b>	<b>6,390.74</b>	<b>19,811.05</b>	<b>105.00</b>	<b>48.96</b>	<b>0.00</b>	<b>26,355.75</b>

Summary of charges by vendor Unique Billing Indicator

Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct



# GSA Disputes report sample

Select Report Criteria Vendor: Vendor2 AHC: .TE01 0000 0000 0000 0000 0000 - DI  
 Invoice Date: All Status Code: All  
 Gov Disp No. Range- From: To:

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Vendor	Contract	Gov Dispute No	Status	Recorded Date	AHC	UBI	Invoice Date	Service Type	Dispute Reason	Charged Amt	Disputed Amt	Withheld Amt	Adjustments Received
Vendor2	Universal	0DVD18P0001	Closed Final Disputed	12/20/07	TE01ABC00000000000000000000	UBITFTE01AB	12/12/07	Toll-Free	Duplicate billing charges	5.00	5.00	0.00	(5.00)
Vendor2	Universal	0DVD18P0002	Closed Final Disputed	12/20/07	TE01ABC00000000000000000000	UBIMTE01AB	12/12/07	Voice over IP Transport	Price not matched in Price	760.10	410.25	0.00	(410.25)
Subtotal for Invoice Date 12-DEC-07										765.10	415.25	0.00	(415.25)
<b>Total Charges</b>										<b>765.10</b>	<b>415.25</b>	<b>0.00</b>	<b>(415.25)</b>

Detail of disputes initiated by GSA on behalf of the Agency (for centralized billing)

Query by Vendor, AHC, Invoice Date and Status Code. Optional filter by Gov Dispute Number.

Download includes additional fields.



# Break-On option and report tabs

Select Report Criteria

Bill Period: YTD 2008    Vendor: -All-    Contract: -All-    AHC: TE\*\* 0000 0000 0000 0000 0000 - Summary    **Go**

Break On: Vendor    Central/Direct: -All-

Hide Selection Box    Printer Friendly    Download    User Guide

Summary    Vendor1    Vendor2



**THIS IS NOT A BILL - DO NOT PAY**

**Networx**

Monthly Statement of Account

Year to Date 2008

Summary Level



- 0 Use the Break On query options to break your report into separate tabs, depending on your other query selections.
- 0 Applies to the MSOA and Service Summary reports.
- 0 The Billing Summary will automatically show tabs by month.
- 0 The printer friendly option will show all the tabbed reports.

Break On	Other Query Option	Result
Bill Period	Bill Period = YTD	Tabs by month
Contract	Contract = All	Tabs by contract
Vendor	Vendor = All	Tabs by vendor
Central/Direct	Central/Direct = All	Tabs by central/direct

## Report query AHC selector options

- 0 3 options for AHC selector, depending on how many AHCs you have
  - 0 Dropdown list – fewer than 500 AHCs (system default)
  - 0 Popup list with filters – between 500 and 2,000 AHCs
  - 0 Popup list drilldown with filters – more than 2,000 AHCs

- 0 How to change your default option
  1. Click the My Account link
  2. Click the Change My Preferences link.
  3. Click the down arrow next to AHC selector type and select an option.
  4. Click the save button.
  5. When you return to Billing Reports, you'll see the new AHC selector type.

**My Preferences**

Common Elements	
Download File Format	Tab Delimited
Alternative Start Page	Billing Reports
Rows per Page	30
Include Column Headers in Download File	Yes
Agency Billing	
Default Report	Service Summary
AHC Selector Type	Popup List Drilldown (w/ filters)

None

Drop-down (for limited # of AHCs)

Popup List (w/ filters)

Popup List Drilldown (w/ filters)

## Dropdown list (system default)

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: TE\*\* 0000 0000 0000 0000 0000 0000 - Summary

Break On: Vendor Central/Direct: -All- Go

- All-
- Begins With (Enter Start of AHC in Field at Right->)
- TE\*\* 0000 0000 0000 0000 0000 0000 - Summary
- ...TE01 0000 0000 0000 0000 0000 0000 - Bill
- ...TE01 ABCD 0000 0000 0000 0000 0000 - Detail Central
- ...TE01 EFGH 0000 0000 0000 0000 0000 - Detail Central
- ...TE01 MNOP 0000 0000 0000 0000 0000 - Detail Direct
- ...TE03 0000 0000 0000 0000 0000 0000 - Bill
- ...TE03 0000 0000 0000 0000 0000 0000 - Detail Central
- ...TE03 ABCD 0000 0000 0000 0000 0000 - Detail Central
- ...TE03 EFGH 0000 0000 0000 0000 0000 - Detail Central
- ...TE03 1111 0000 0000 0000 0000 0000 - Detail Direct
- ...TE03 MNOP 0000 0000 0000 0000 0000 - Detail Direct
- ...TE03 QRST 0000 0000 0000 0000 0000 - Detail Direct

- 0 Standard drop down list of values
- 0 Works for up to 500 AHCs
- 0 AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- 0 Choose from summary, bill or detail levels  
*(note: bill applies to central only)*
- 0 Can type in all or part of an AHC by selecting the "Begins with..." option

Select Report Criteria

Bill Period: YTD 2008 Vendor: -All- Contract: -All- AHC: -Begins With (Enter Start of AHC in Field at Right->) Begins:

Break On: Vendor Central/Direct: -All- Go



## Popup list with filters

Select Report Criteria

Bill Period  Vendor  Contract  AHC

Break On  Central/Direct

Select AHC - Microsoft Internet Explorer

Select Agency Hierarchy Code

AHC Begins With  AHC

Includes

Report Type  Bill  Detail  Summary

Billed  Central  Direct

Display

-All-  
 TE\*\* 0000 0000 0000 0000 0000 0000 - Summary  
 ...TE01 0000 0000 0000 0000 0000 0000 - Bill  
 ...TE01 ABCD 0000 0000 0000 0000 0000 - Detail Central  
 ...TE01 EFGH 0000 0000 0000 0000 0000 - Detail Central  
 ...TE01 MNOP 0000 0000 0000 0000 0000 - Detail Direct  
 ...TE03 0000 0000 0000 0000 0000 0000 - Bill  
 ...TE03 0000 0000 0000 0000 0000 0000 - Detail Central  
 ...TE03 ABCD 0000 0000 0000 0000 0000 - Detail Central  
 ...TE03 EFGH 0000 0000 0000 0000 0000 - Detail Central  
 ...TE03 1111 0000 0000 0000 0000 0000 - Detail Direct  
 ...TE03 MNOP 0000 0000 0000 0000 0000 - Detail Direct  
 ...TE03 QRST 0000 0000 0000 0000 0000 - Detail Direct

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- AHC list appears in popup window when you click on the arrow to the right of AHC
- Works for up to 2,000 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Filter your AHC list in the following ways:
  - Enter all or part of AHC in AHC Begins With field
  - Enter part of an AHC in the AHC Includes field
  - Check/ uncheck Report Type: Bill, Detail, Summary (*note: bill applies to central only*)
  - Check/ uncheck central / direct
  - Select number of records to display
  - Click "Go" to refresh the list based on your filters
- Click on an AHC to populate the AHC field in the Select Report Criteria box

## Popup list drilldown with filters

- 0 AHC list appears in popup window when you click on the arrow to the right of AHC
- 0 Works with any number of AHCs
- 0 AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- 0 Filter your AHC list in the following ways:
  - 0 Enter all or part of AHC in AHC Begins With field
  - 0 Enter part of an AHC in the AHC Includes field
  - 0 Select one Report Type: Bill, Detail, Summary (*note: bill applies to central only*)
  - 0 Check/ uncheck central / direct
  - 0 Select number of records to display
  - 0 Click "Go" to refresh the list based on your filters

Select Report Criteria

Bill Period: YTD 2008    Vendor: -All-    Contract: -All-    AHC: TE\*\* 0000 0000 0000 0000 0000 0000 - Summary    Go

Break On: Vendor    Central/Direct: -All-

Select AHC - Microsoft Internet Explorer

Select Agency Hierarchy Code

AHC Begins With:  AHC

Includes:

Report Type:  Bill  Detail  Summary

Billed:  Central  Direct

Display: 50    Go

TE\*\* 0000 0000 0000 0000 0000 0000 - Summary 9 records

.TE01 0000 0000 0000 0000 0000 0000 - Summary 3 records

.TE03 0000 0000 0000 0000 0000 0000 - Summary 6 records

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Close Window

Select AHC - Microsoft Internet Explorer

Select Agency Hierarchy Code

AHC Begins With: TE  AHC

Includes:

Bills to AHC:

Report Type:  Bill  Detail  Summary

Billed:  Central  Direct

Display: 50    Go

Back

TE01 ABCD 0000 0000 0000 0000 0000 - Central

TE01 EFGH 0000 0000 0000 0000 0000 - Central

TE01 MNOP 0000 0000 0000 0000 0000 - Direct

TE03 0000 0000 0000 0000 0000 0000 - Central

TE03 1111 0000 0000 0000 0000 0000 - Direct

TE03 ABCD 0000 0000 0000 0000 0000 - Central

- 0 Click on the green number-of-record links to view the detail AHCs below a bill or summary level

- 0 Click on an AHC to populate the AHC field in the Select Report Criteria box



## E-MORRIS Help

- Contact Us link – FAS Billing Help Desk info
  - Phone: 1-877-944-8677 (toll free)
  - Email: [fasbilling.help@gsa.gov](mailto:fasbilling.help@gsa.gov)
- User Guide link
  - Detailed user guides (depending on access)
  - E-MORRIS presentations – training overview (public access)
  - *Future*: video training files (depending on access)
- FAQ link
  - Answers to frequently asked questions (depending on access)
- Reset Password button –
  - Web form for automatic password reset
- Request Assistance button –
  - Web form for requesting assistance (other than password resets)